

ARTS DEVELOPMENT AND ENRICHMENT PROGRAM

PURPOSE

The Arts Development and Enrichment Program (ADEP) respond to the needs and encourage the creativity of local artists and cultural organizations; provide management and technical assistance to artists and arts/cultural organizations to build artistic and administrative capacity through mentoring, workshops and consultations as well as funding individual and/or organizational programs and special initiatives.

The ADEP provides management and technical assistance to artists and arts/cultural organizations to build artistic and administrative through mentoring, workshops and consultations through:

- ☐ Mentoring – Provides opportunities for individuals/organizations to benefit from the expertise and experience of successful individuals/organizations
- ☐ Workshops – Provides one-time or on-going learning opportunities in an educational setting provided by the MCAD and/or other service providers
- ☐ Consultations – Provides professional services to individuals/organizations to address specific needs

ADEP will also provide community partnership project support to individual artists, arts and cultural organizations and other agencies including but not limited to the Chamizal National Memorial Park and the Mission Trails Association for projects and special initiatives that help meet the MCAD goal to support the development of quality arts experiences, arts education, community arts development, cultural heritage and cultural tourism initiatives and performing/visual arts events that provide a variety of opportunities to engage in arts and cultural activities that enliven and celebrate the City of El Paso and the region, through:

- ☐ Community Partnerships – Including other governmental agencies

Eligibility Criteria – To apply for ADEP an individual artist or organization must meet the general eligibility requirements of any existing funding program and specifically reside in the City of El Paso.

Review Criteria – When determining the amount of payment to be made on behalf of an individual/organization, applications are evaluated according to the following criteria:

- Need – How great is the individual's and/or organization's need to participate? To what extent would procurement of services by the City serve to meet the needs of the community and the organization?
- Stability/Accountability – Has the individual/organization performed in a reliable manner in the past year, in terms of regular programming, community outreach, fiscal management practices (organizations only), and compliance with City contracts?
- Ability to Succeed – Does the individual/organization meet the requirements for participation in this program and show the capability to comply with requirements and successfully complete management and technical assistance programs?

Review Process – ADEP is administered by the Museums and Cultural Affairs Department (MCAD) and includes application review, selection, implementation and evaluation. The staff will select applicants that meet the program criteria and guidelines for participation, subject to availability of funds.

- Priority is given to emerging, small and mid-size organizations and/or artists

- Submission of an application does not guarantee participation; sufficient planning and early applications are encouraged

Guidelines

- Submission of a completed application 90 days prior to project implementation
- Ability to meet financial obligations not covered through AEDP (e.g., travel, fees, etc.)
- Completion of all program requirements and submission of progress reports and final reports as requested
- Participants must meet all evaluation requirements of the program

APPLICATION PACKAGE

Submit one signed original of the application. All application forms must be typed using at least a 12-point font. The forms are available in the book or may be downloaded at **WWW.ELPASOTEXAS.GOV/MCAD** and clicking on Funding Programs.

Please do not bind or staple application forms. The application must be assembled in the following order.

- ☐ **Proposal Cover Sheet**
- ☐ **Assurances and Signatures:** The proposal must be reviewed and signed by the organization's Board Chair/Authorizing Official and the Executive/Project Director before being submitted to the MCAD
- ☐ **Narrative:** Please observe and adhere to page limits indicated on the forms
- ☐ **Attachments:**
 - Charter, articles of incorporation and by-laws (required of first-time applicants and current organizations that have changed their by-laws)
 - IRS 501(c)(3) Letter of Determination (required for first time applicants)
 - Key Staff/Consultant qualifications; Resume/Bio for individual artists (please limit to 2 pages)
 - Organization description and mission (if applicable)
 - Curriculum and/or evidence of TEKS alignment
 - Please submit additional materials that will help the Peer Review Panel better understand the services provided by the organization. Additional support materials include: news clippings, video and/or audiotapes, or any promotional materials

City of El Paso
Museums and Cultural Affairs Department

ARTS DEVELOPMENT AND ENRICHMENT PROGRAM APPLICATION
FY 2008

This application is due 90 days before project implementation. **It must be typed.**

Legal Name of Applicant:						
Mailing Address:	City:	El Paso	State:	TX	Zip Code:	
Physical Address:	City:	El Paso	State:	TX	Zip Code:	
Contact Person:						
Email: (In the future announcements and messages will be communicated via email. Please provide the email address of a primary contact person who will regularly access messages and ensure prompt contact.)						
Business Phone:	() -	Home Phone:		() -		
Fax:	() -	Social Security # (for individual artists only):				
FOR ORGANIZATIONS ONLY						
Federal Employer ID # (for organizations only):						
Is your organization operated for charitable (nonprofit) goals?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your organization have administrative offices in El Paso?				<input type="checkbox"/> Yes <input type="checkbox"/> No		

ELECTED CITY OFFICIAL OF APPLICANT'S RESIDENCE OR ADMINISTRATIVE OFFICES

City Council Representative:	
District #:	

(Available from City Clerk's Office, 541-4127)

Applicant: _____

ASSURANCES AND SIGNATURES

If funding is awarded, the applicant hereby assures the Museums and Cultural Affairs Department that:

1. Any funds received as a result of this application will be used **solely** for the project described.
2. The activities and services for which financial assistance is sought will be administered by or under the supervision of the applicant artist or organization.
3. The applicant is an individual artist or a non-profit organization entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant will comply with the following: Title VI of the Civil Rights Acts of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance #9779 C. 1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1965 regarding labor standards and City of El Paso Ordinance #8790 regarding soliciting money or property.
5. The applicant artist or organization officials have read, understand and will conform to the intent outlined in the current "Cultural Funding Program Guidelines" for the City of El Paso, Museums and Cultural Affairs Department.
6. The undersigned is the artist applicant or has been duly authorized by the applicant organization to submit this application.
7. In addition to the assurances listed above, the applicant hereby assures the City of El Paso Museums and Cultural Affairs Department that the applicant will comply with the following:
 - Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population
 - Obscenity Clause - Section 10 (7) (b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program which includes obscene material as defined in Section 43.21 Penal Code of Texas.

CERTIFICATION

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

Individual Artists/Organization Contact Person

_____ Signature	_____ Complete Legal Name (print)	_____ Date
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SECOND SIGNATURE REQUIRED FOR ORGANIZATIONS

I hereby certify that the Board of Directors of this organization has given formal approval for submission of this proposal.

_____ Signature of Authorized Official/Board Chair	_____ Complete Legal Name (print)	_____ Date
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NOTE: Please use BLUE INK for signatures

PRINT YOUR COMPLETE LEGAL NAME.

DEFINITION

Authorized Official - a principal of the organization with legal authority to certify the information contained in the application and sign contracts for the organization; he/she must read and guarantee the organization's compliance with all requirements listed above.

Applicant: _____

NARRATIVE

Please complete the information below.

☐ **Mentoring** – Provides opportunities for a minimum of three months during which time individuals/organizations may benefit from the expertise and experience of successful individuals/organizations

☐ **Workshops** – Provides one-time or on-going learning opportunities in an educational setting provided by the MCAD and/or other service providers

☐ **Consultations** – Provides professional services to individuals/organizations to address specific needs

☐ **Projects/Special Initiatives** – Provides support for the development of quality arts experiences, arts education, community arts development, cultural heritage and cultural tourism initiatives and performing/visual arts events that provide a variety of opportunities to engage in arts and cultural activities that enliven and celebrate the City of El Paso and the region

In the space provided below describe your program and assistance requested (including the art form, style, cost estimate, and time frame. Provide names and resumes for prospective assistance). Add a maximum of one additional page, if needed.